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| **S** | **S**pecific: What is your goal? Be clear in what you want to achieve – what do you want to accomplish? Why is this a goal? |
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| **M** | **M**easurable: How can you measure progress and how will you know if you have achieved your goal? |
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| **A** | **A**ttainable: Is this goal achievable? What smaller steps can you take to achieve your goal? |
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| **R** | **R**elevant: Is this goal important and how will it benefit me? Why are you setting it now? How does it fit in with your other goals or long-term plans? |
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| **T** | **T**ime-bound: What is your target deadline for reaching you goal? Consider different (smaller) time limits for smaller steps of your goal. |
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